

EDITED TASK LISTING

CLASS: UTILITY SHOPS SPECIALIST (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	
1.	Plans the work of a small mixed crew of mechanical or building trades craftsperson's (i.e., painters, plumbers, carpenters, electricians, etc.) and other workers (i.e., groundskeepers, warehouse staff, heavy truck drivers, etc.) engaged in the construction, installation, maintenance, and/or repair of building facilities and other special projects using personal knowledge of general construction, shop drawings, specifications, staff resources, etc. in accordance with Uniform Building Codes (UBC) California Code of Regulations (CCR) Title 8, 22, 23, 24 and 15, . DOM, Code of Federal Regulations, Institutional Operational Procedures, Standard Automated Preventive Maintenance System (SAPMS) as required.
2.	Assigns the work of a small mixed crew of mechanical or building trades craftsperson's (i.e., painters, plumbers, carpenters, electricians, etc.) and other workers (i.e., groundskeepers, warehouse staff, heavy truck drivers, etc.) engaged in the construction, installation, maintenance, and/or repair of building facilities and other special projects using personal knowledge of general construction, shop drawings, specifications, staff resources, etc. in accordance with UBC, CCR Title 8, 22, 23, 24 and 15. DOM, Code of Federal Regulations, Institutional Operational Procedures, Standard Automated Preventive Maintenance System (SAPMS) as required
3.	Leads the work of a small mixed crew of mechanical or building trades craftsperson's (i.e., painters, plumbers, carpenters, electricians, etc.) and other workers (i.e., groundskeepers, warehouse staff, heavy truck drivers, etc.) engaged in the construction, installation, maintenance, and/or repair of building facilities and other special projects using personal knowledge of general construction, shop drawings, specifications, staff resources, etc. in accordance with UBC, CCR Title 8, 22, 23, 24 and 15. DOM, Code of Federal Regulations, Institutional Operational Procedures, Standard Automated Preventive Maintenance System (SAPMS) as required
4.	Performs the work of mechanical or building trades craftsperson's (i.e., painters, plumbers, carpenters, electricians, etc.) and other work (i.e., groundskeepers, warehouse staff, heavy truck drivers, etc.) in the construction, installation, maintenance, and/or repair of building facilities and other special projects using personal knowledge of general construction, shop drawings, specifications, staff resources, etc. in accordance with UBC, CCR Title 8, 22, 23, 24 and 15. DOM, Code of Federal Regulations, Institutional Operational Procedures, Standard Automated Preventive Maintenance System (SAPMS) as required
5.	Inspects job site to plan work, manpower and tasking purposes, monitor work assignments of various workers to maintain orderly job progress and to ensure that projects are carried out according to plans and specifications using UBC, California Building Code, CCR, Title 24, knowledge of general construction, communication skills, etc. as assigned.

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6.	Makes shop drawings for specific projects in order to plan and show new layout of utilities (i.e., electrical, gas, fire, phone lines, water, computer lines, sewer lines, survey site for security requirements, etc.) needed using architect ruler, drafting paper, Autocad program, site inspection notes, etc. as required.
7.	Makes estimates of labor (staff and inmate/wards) and materials costs for specific projects to purchase materials, equipment rentals, and assign staff (resources), etc. using construction schedules, construction drawings, shop drawings and specifications, vendor costs, etc. as required.
8.	Requisitions supplies, materials, tools, and equipment to ensure the quantity of needed supplies, materials, tools, and equipment are on hand for job completion using departmental procurement procedures and guidelines, requisition forms, vendor bids, etc. as required.
9.	Identifies public works and service contract needs based on construction drawings, shop drawings, and specifications including, equipment/tools rentals, crane services, concrete pumping, fire proofing, etc., as required to complete construction or maintenance projects.
10.	Schedules material flow and work assignments of various workers to maintain orderly job progress and to ensure that projects are carried out according to plans and specifications and completed within budget as required.
11.	Monitors the cleaning and maintenance of tools and equipment to ensure proper operation of equipment, using tools and equipment, instruction manuals, preventive maintenance programs (PMs), etc. as required.
12.	Maintains records of work orders, preventive maintenance, job timeline schedules to track information required by law, for Plant Operations/Prison Industry Authority (PIA)/Inmate/Ward Labor (I/WL) management to produce reports on cost analysis using timecards, daily timesheets, purchase order requests and equipment rental in accordance with DOM and CCR, Title 15 as required.
13.	Maintains order and oversees the conduct of inmate/wards/wards to ensure safety and security of the institution, staff, the public, and inmate/wards in accordance with CCR Title 15 and DOM utilizing disciplinary reports (i.e., CDCR 115, 128A, 128B, etc.) as needed.
14.	Prevents escapes and injury by inmate/wards/wards to themselves or others or to property, and to ensure the safety and security of the institution, staff, the public, and inmate/wards/wards in accordance with CCR Title 15 and DOM utilizing disciplinary reports (i.e., CDCR 115, 128A, 128B, etc.) as needed
15.	Maintains security of working areas and work materials to ensure the safety and security of the institution, staff, the public, and inmate/wards/wards utilizing tool control, acquired training, heightened awareness of the surroundings, communication skills, disciplinary reports (i.e., CDCR 115, 128A, 128B, etc.) in accordance with CCR Title 15 and DOM, etc. as needed.

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16.	Inspects premises and searches inmate/wards/wards for contraband, such as weapons or illegal drugs to ensure the safety and security of the institution, staff, the public, and inmate/wards/wards utilizing visual and physical searches, disciplinary reports (CDCR 115, 128A, 128B, etc.) in accordance with CCR Title 15 and DOM.
17.	Records inmate/ward workers daily time, accountability, daily work activities, task assignments, etc. to ensure inmate work incentive training program is maintained appropriately using time cards, quarterly evaluations (CDCR 101), daily sign-in sheets, etc. in accordance with DOM and CCR Title 15.
18.	Reports work related injuries to staff and inmate/wards to the Return to Work Coordinator to initiate worker's compensation benefits and prevent future injuries using State Compensation Insurance Fund (SCIF) 3301 form, knowledge of the accident/injury, safety procedures, Injury/Illness Prevention Program (IIPP), etc. and provides IIPP orientation/training and project/task specific safety training (tailgate meetings) in accordance with DOM, SCIF, Federal Occupational Safety and Health Administration (FED OSHA), California (CAL OSHA), guidelines.